



STATE OF WASHINGTON

DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT

128 - 10th Avenue SW • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

March 30, 2006

TO: Relocation Assistance Applicant

FROM: Donna Regan
Office of Manufactured Housing

RE: Availability of Mobile Home Relocation Assistance funds

The large number of mobile home parks closing at the same time is depleting the relocation assistance fund at a rapid rate. This means reimbursements for relocation expenses will be delayed for eligible applicants.

The relocation assistance fund receives monthly deposits from a dedicated fee collected when a home is purchased in a mobile home park (RCW 59.21.055). We are unable to estimate how long the reimbursement process will take due to the nature of the revenue source.

Initial eligibility is determined after we receive and approve your signed application form, proof of residency at the time the initial closure notice was issued, income verification for all household income recipients, and your completed and signed federal W-9 form. To sustain your eligibility, you must maintain ownership of your home, remove it from the closing park, and submit the removal receipt(s) for reimbursement.

All reimbursements are processed on a first come, first serve basis for eligible applicants based on the availability of funds (RCW 59.21.021). **Your place in line for reimbursement is established when the receipt for your home removal is received in our office.** Each additional submittal of receipts will establish separate places in line for reimbursement.

If you have questions or concerns regarding this information, please contact us through our automated services request line, 1-800-964-0852.

